



# NEW JERSEY TURNPIKE AUTHORITY GOVERNMENT RECORDS REQUEST FORM



## Important Notice

This form contains important information related to your rights to request government records. Please read it carefully.

Please print this form, complete all required data and submit by mail to

Records Custodian, New Jersey Turnpike Authority, P.O. Box 1121, New Brunswick, NJ 08903 or submit by fax to (732) 247-9769.

## Requestor Information – Please Print

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

Business Hours Telephone: Area Code \_\_\_\_\_ Number \_\_\_\_\_ Extension \_\_\_\_\_

Preferred Delivery: Pick Up \_\_\_\_\_ US Mail \_\_\_\_\_ On Site Inspect \_\_\_\_\_

**Circle One:** Under penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE / HAVE NOT** been convicted of any indictable offense under the laws of New Jersey or any other state of the United States.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Payment Information

Maximum Authorization Cost \$ \_\_\_\_\_

Select Payment Method

Cash \_\_\_\_\_ Check \_\_\_\_\_ Money Order \_\_\_\_\_

Fees: Pages 1-10 @\$0.75 Per Page  
Pages 11-20 @\$0.50 Per Page  
Pages 21 - @\$0.25 Per Page

Delivery: Delivery / postage fees  
additional depending upon  
delivery type.

Extras: Extraordinary service fees  
dependent upon request.

**Record Request Information:** To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying, inspection, or examination); and if data, the medium requested.

## STATE USE ONLY

Est. Document Cost \_\_\_\_\_

Est. Delivery Cost \_\_\_\_\_

Est. Extras Cost \_\_\_\_\_

Total Est. Cost \_\_\_\_\_

Deposit Amount \_\_\_\_\_

Estimated Balance \_\_\_\_\_

Deposit Date \_\_\_\_\_

## STATE USE ONLY

Custodian: If any part of request cannot be delivered in 7 days, detail reasons here.

In Progress - Open \_\_\_\_\_  
Denied - Closed \_\_\_\_\_  
Filled - Closed \_\_\_\_\_  
Partial - Closed \_\_\_\_\_

## STATE USE ONLY

### Tracking Information

Tracking # \_\_\_\_\_

Rec'd Date \_\_\_\_\_

Ready Date \_\_\_\_\_

Total Pages \_\_\_\_\_

Records Provided

### Final Cost

Total \_\_\_\_\_

Deposit \_\_\_\_\_

Balance Due \_\_\_\_\_

Balance Paid \_\_\_\_\_

Custodian Signature \_\_\_\_\_

Date \_\_\_\_\_

**New Jersey Open Public Records Act (N.J.S.A. 47:1A-1 et seq.)**

1. State Law requires that in order to request access to government records, you must complete all the required portions and date this request form and deliver it in person during regular business hours, by mail, fax or electronically to the Records Custodian. Your request is not considered filed until the Records Custodian has received the request form. If you submit the request form to any other officer or employee of the ***New Jersey Turnpike Authority***, that officer or employee does not have the authority to accept your request form on behalf of the ***New Jersey Turnpike Authority*** and you will be directed to the custodian.
2. The Open Public Records Act and its deadlines, restrictions and remedies will not apply to your request if (a) you submit a request for access to government records to someone other than the custodian, (b) do not complete the ***New Jersey Turnpike Authority*** request form, or (c) attempt to make a request for access by telephone or fax.
3. The fees for photocopies of a government record are listed on the front of this form. We will notify you of any special charges, special service charges or other additional charges authorized by State law or regulation before processing your request. ***Payment shall be made by cash, check or money order*** payable to the ***New Jersey Turnpike Authority***.
4. ***A 50% deposit must accompany requests with estimated fees exceeding \$25.*** Anonymous requests, when permitted, require a deposit of 100% of estimated fees. You agree to pay the balance due upon delivery of the records.
5. By State law, a custodian must deny access to a person who is convicted of an indictable offense in New Jersey, any other state, or the United States, who is seeking government records containing personal information pertaining to the person's victim or the victim's family.
6. By law, the ***New Jersey Turnpike Authority*** must notify you that it grants or denies a request for access to government records within 7 business days after the Records Custodian receives the request, provided that the record is currently available and not in storage. If the record requested is not currently available or is in storage, the custodian will advise you within 7 business days when the record can be made available and the estimated cost. You may agree with the custodian to extend the time for making records available, or granting or denying your request.
7. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you.
8. If the ***New Jersey Turnpike Authority*** is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.
9. Except as otherwise provided by law or by agreement with the requestor, if the Records Custodian fails to respond to you within 7 business days of receiving a request form, the failure to respond will be considered a denial of your request.
10. If your request for access to a government record has been denied or unfilled within the time permitted by law, you have a right to challenge the decision by the ***New Jersey Turnpike Authority*** to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint in writing with the Government Records Council (GRC). You may contact the GRC by toll-free telephone at 866-850-0511, by e-mail at [grc@dca.state.nj.us](mailto:grc@dca.state.nj.us), or at their web site at [www.state.nj.us/grc](http://www.state.nj.us/grc). The Council can also answer other questions about the law.
11. Information provided on this form may be subject to disclosure under the Open Public Records Act.
12. The following is the mailing address for the Records Custodian of the ***New Jersey Turnpike Authority***.

**Records Custodian**  
**NEW JERSEY TURNPIKE AUTHORITY**  
**P.O. Box 1121**  
**New Brunswick, NJ 08903**